

## **Results Reporting Analyst**

### **A. Introduction**

The Millennium Challenge Corporation (MCC) is a United States government-owned corporation responsible for the stewardship of the Millennium Challenge Account (MCA). MCC works with developing countries to promote sustainable economic growth to reduce poverty. As part of the due diligence of each country's proposal, MCC conducts cost-benefit analysis to assess the proposed projects' likely economic impact and cost-effectiveness and estimate the share of the population who may benefit from the program. After a Compact is signed, the Department of Policy and Evaluation, focusing on results during implementation, is responsible for, among other things, monitoring the economic impact of Compact interventions on household income and poverty reduction.

### **B. Scope of Work**

The Monitoring and Evaluation Division of MCC's Department of Policy and Evaluation is seeking a recent college graduate on a consultancy basis to support the results reporting function of the division by carrying out data entry, report layout and production, web site support, basic data analysis, and database management functions.

### **C. Tasks**

The following tasks shall be performed:

- In conjunction with sector and front-office staff, collect, manage, package and disseminate pre-identified program data by country and sector on a quarterly basis
- Prepare new quarterly Indicator Tracking Table (ITT) templates for all Compact countries, which includes a detailed review and quality audit of all historical data,
- Assist with review and management of submissions of quarterly ITTs from all Compact countries, including conducting quality control for completeness and accuracy, managing changes to historical data, updating country ITTs as necessary based on revisions to Monitoring and Evaluation plans, working with countries to address any corrections or updates, and tracking timeliness of quarterly submissions.
- Perform quarterly updates to the M&E pages of MCC's external website. This includes:
  - Preparing updated tables each quarter of key performance indicators (KPI) for each country in implementation;
  - Updating and conducting quality control each quarter of sector data posted on the M&E website;
  - Assisting with copy editing, fact-checking, and quality control for both data and text content for the website;
  - Updating select funding and financial data each quarter for posting on the M&E website
  - Conduct quarterly uploads of content and documents directly to website for posting
- Work with MCC's Management Information System (MIS) team on requirements definition, data modeling, and guidance documents as part of the system development process.
- Prepare historical M&E data for upload to MCC's central management information system (MIS) that is currently under development, including formatting and standardizing data, entering

historical data, performing necessary quality controls on all data and meta-data, liaising with the M&E lead for the country to resolve any problems with the data, and assigning relevant codes to each indicator under a series of coding rubrics for search functions.

- Provide support as necessary to the development of guidance and templates related to results reporting for M&E staff and M&E country counterparts.
- Provide research, analysis and presentation support for short-notice results reporting/information requests and ad-hoc reports for Management and external sources (such as the General Accounting Office, Office of Management and Budget).
- Develop other related materials such as fact sheets and other public communication tools for use on the M&E website or for other external reporting purposes.
- Develop, maintain and manage a new internal M&E SharePoint site, including development of site structure, transfer and upload of key documents, and maintenance of content.
- Develop and maintain workflow tracking documents for senior management.

**The consultant would be precluded from bidding on work and services (design, assessment, construction and supervision) to be procured by the local MCA accountable entity or using funds advanced under a Compact in the relevant country.** The designated Consultant would be expected to coordinate with local authorities responsible for MCC Compact implementation as well as other donors, where relevant. However, designated Consultant would report directly to the designated COTR/PM.

#### **D. Deliverables**

The Consultant will provide services to MCC on an as needed basis, as required. To support MCC in the flexible and timely manner needed to meet the evolving needs, technical directives under this statement of work will be issued and the Consultant deployed each time the Consultant's services are needed over the course of this contract. No additional tasks shall imply any additional costs to the Government beyond the amount allowed for in the initial call order; however, this call order may be amended to reflect additional costs associated if required.

Deliverable 1: Ad hoc reports or information as may be requested by the COTR/PM.

#### **E. Period and Place of Performance**

The consultancy will be for 2087 hours for a period of 12 months with 4 renewable 12 month options. The consultant will be based in the MCC's Washington, D.C. offices.

#### **F. Evaluation Criteria**

- Undergraduate degree
- Strong quantitative skills
- Demonstrated ability for attention to detail
- Strong capability with Microsoft Excel and Microsoft PowerPoint
- Excellent written and oral communication skills, including document editing and layout design
- Interest in/experience with international development
- Must be able to obtain public trust clearance

#### **Highly desirable:**

- Training/experience with statistical analysis software (e.g., Stata, SAS, SPSS)

- Training/experience with relational database software (e.g., MS Access)
- Experience with Sharepoint and/or website development
- Foreign language skills, especially Spanish, French and Portuguese

#### **G. How to Apply**

Interested parties should submit by email to [recruitment@mcc.gov](mailto:recruitment@mcc.gov) the following package:

1) Resume, 2) a brief cover letter that addresses the evaluation criteria and provides three professional or academic references, 3) transcript, and 4) Salary history with proposed billing rate. Please include "Results Reporting Analyst" in the subject line of your email.

**This announcement will expire on January 26, 2012.**